



REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: RFQ-USGCommunications-2024-02
Issuance Date: October 15, 2024
Deadline for Quotes: October 25, 2024 by 5 p.m. EST/Washington D.C. time
Description: Storytelling, photography, videography services
For: Chemonics International Inc.
Funded By: Chemonics International Inc.
Implemented By: Chemonics International Inc.
Point of Contact: Cindy Shiner, Senior Content Development Specialist,
cshiner@chemonics.com

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Cindy Shiner cshiner@chemonics.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

Section 1: Instructions to Offerors

1. **Introduction:** Chemonics International is a leading global sustainable development firm operating in more than 100 countries around the world. Market-led development and sustainable agriculture transformation have been at the core of Chemonics' work to reduce hunger and poverty for 50 years. With increasing conflict, climate, and economic shocks, our work aims to increase the resilience of people, communities, and food systems to accelerate growth and protect progress. We partner across the agrifood system with consumers, farmers, financial institutions, and the public and private sectors to identify and implement locally led solutions. In Africa, we work in several countries to help improve food security. Chemonics is seeking the services of one or more communications firms to enhance the visibility of our agriculture work in **Mali, Nigeria, Senegal, Tanzania, and Uganda** through photos, videos, and short print storytelling. The purpose of this RFQ is to solicit quotations for these services.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 5 p.m. local Washington, D.C. time October 25, 2024, by email to cshiner@chemonics.com.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 12 p.m. local Washington, D.C. time on October 22, 2024, by email to cshiner@chemonics.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Scope of Work:** Section 3 contains the Scope of Work for the required services.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis. Prices must be presented in USD. Prices must be inclusive of all costs. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.
- Company/individual profile or 1-2 pages introduction to company/individual's areas of expertise and practice, and description of the team and main clients
- A minimum of three (3) references (with name and contact information) indicating the relevant services carried out in the last three (3) years that best illustrate the organization/individual's qualifications and past performance. References from other

implementing partners or similar development partners are preferred. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror.

- Narrative description of past performance for similar services

The price quotation must be submitted separately from the above documents. All other parts of this quotation must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

6. **Delivery**: As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

7. **Source and Authorized Geographic Code**:

- a) All services offered in response to this RFQ or supplied under any resulting award(s) must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating countries for this RFQ are Mali, Nigeria, Senegal, Tanzania, and Uganda.

Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.

- b) **Taxes and VAT**: The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.
- c) **Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
- d) **Evaluation and Basis for Award**: The award(s) will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. Points will not be awarded for cost which will be primarily evaluated for realism and reasonableness. For overall evaluation purposes of this RFQ, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

The relative importance of each individual criterion is indicated by the number of points below:

- **Technical Know How**– 40 points: Chemonics will assess whether the proposal explains, understands and responds to the objectives of the project as stated in the Scope of Work.

- Approach and Methodology – 10 points: Chemonics will assess whether the proposed approach and detailed activities and suggested timeline fulfill the requirements of executing the Scope of Work effectively and efficiently.
- Corporate Capabilities: 20 points: Chemonics will evaluate whether the company experience is relevant to the Scope of Work.
- Past Performance – 30 points: Offerors must include 3 past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror’s performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. Chemonics will assess the past performance of the Offerors by contacting three references who may indicate the Offeror's past performance for projects of similar size and scope.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award(s) will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various Vendors, if in the best interest of the company.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Chemonics for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

- e) **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics’ standard terms and conditions. Any resultant award(s) will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award(s); payment will not be issued to a third party.
- (b) Any award(s) resulting from this RFQ will be firm fixed price, in the form of a purchase order.

- (c) No services or commodities may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award(s) resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award(s) resulting from this RFQ must ensure compliance with these laws.

Section 2: Offer Checklist

To assist offerors in preparation of the quote, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including proof of technical qualifications, (see Section 3 for scope of work, required technical qualifications, and the template to provide quotations)
- Copy of offeror's registration or business license (see Section 1.5 for more details)
- Contact information for at least three (3) references of past or present clients indicating the relevant services carried out in the last three (3) years that best illustrate company/individual's qualifications and past performance (see Section 1.5 for more details)
- Narrative description of past performance for similar services
- Company/individual' profile or 1-2 pages introduction to company/individual's areas of expertise, and description of the team and main clients (see Section 1.5 for more details)

Section 3: Scope of Work and Deliverables

The purpose of this RFQ is to engage the firm to provide public relations services to Chemonics. The firm shall, and when requested, provide the following services:

1. **High-quality photography:** Provide high-quality photos of agriculture- and food security-related subjects and people involved in these sectors, including members of local communities, with captions and consent forms.
 - a. Chemonics retains the right to use all photos and videos taken on the assignment in perpetuity. Chemonics will credit all photos to photographer(s).
 - b. Caption information must include name of subject (s), location, and a brief description of the action taking place in the photo.
 - c. Any subject who is personally identifiable in a photograph must complete a release form, which Chemonics will provide. The selected firm will be responsible for ensuring that the forms are completed and that the file name of the resulting photo matches the photograph/video to the appropriate form(s). The complete set of signed photo consent and caption forms must be scanned and delivered electronically to Chemonics.
2. **Videography:** Provide short-form videos of agriculture- and food security-related subjects and people involved in these sectors, including members of the local communities.
 - a. Chemonics retains the right to use all videos and b-roll taken on the assignment in perpetuity.
 - b. Any subject who is personally identifiable in a video must complete a release form, which Chemonics will provide. The selected firm will be responsible for ensuring that the forms are completed and that the file name of the resulting video matches the video to the appropriate form(s). The complete set of signed video consent forms and b-roll must be delivered electronically to Chemonics.
3. **Impact stories:** Produce short profiles of those involved in these agriculture-related activities or short impact stories about the impact of the work on communities.

Technical Deliverables

The table below contains the list of services required under the RFQ. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Line Item	Description and Scope	Qty	Services Offered	Unit Price USD	Total Price USD
1	High-Quality Photography	Deliver at least 100 high-quality, high-resolution (at least 300 ppi) photos per country (Mali, Nigeria, Senegal, Tanzania, and/or Uganda) in RAW or high-resolution JPG format	Curated set of photographs of agriculture and food security and communities involved and impacted by this work in Mali, Nigeria, Senegal, Tanzania, and/or Uganda based on direction from Chemonics.		
2	Short Videos	Footage for at least two (2) short videos (1-3 minutes each) per country (Mali, Nigeria, Senegal, Tanzania, and/or Uganda), including short interviews, in RAW or high-resolution video format. B-roll requires a	Videography and b-roll related to agriculture and food security in Mali, Nigeria, Senegal, Tanzania, and/or Uganda based on direction from Chemonics.		

		variety of close, medium, and wide shots, varied angles 5-12 seconds long each. Shoot for 7-10 minutes of b-roll or more for a 3-minute video.			
3	Impact Stories From Mali, Nigeria, Senegal, Tanzania, and/or Uganda	At least two (2) profiles/impact stories per country	Profiles of people impacted by this work and/or short impact stories related to Chemonics' work in the selected countries.		
4	Consent Forms, B-roll, and Captions for all photos and videos delivered under this contract	Varies	Complete set of photo and video release forms, captions, and b-roll to be scanned and delivered electronically; all photos and videos to be catalogued according to caption and release forms.		
Subtotal:					
Other Costs (Describe: _____):					
GRAND TOTAL USD:					

All services must be provided electronically to cshiner@chemonics.com.

Delivery time (after receipt of order): 30 calendar days

The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

The prices quoted above remain fixed for the next 3 months:

Yes No

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Cindy Shiner, Senior Content Development Specialist, cshiner@chemonics.com

Reference: RFQ-USGCommunications-2024-02

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with Chemonics, projects implemented by Chemonics in Mali, Nigeria, Senegal, Tanzania, and/or Uganda or its staff members;
- We have no close, familial, or financial relationships with any other offerors submitting quotes in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our quote and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____